

Office of Student Leadership and Activities

3rd Floor Campion

Program Request Form

The purpose of this form is to assist clubs and organizations in the planning and advertising of their events. The Office of Student Leadership and Activities WILL NOT reserve rooms or equipment for the sponsoring organization. The Office of Student Leadership will use this form for to organize a comprehensive programming calendar for all student programs. Occasionally, if necessary, the Office will ask that your program not take place if there are too many programs occurring that day or if the program is not reflective of the mission and purpose of the organization or the Office of Student Leadership and Activities.

All student clubs and organizations must complete and submit this form to the Office of Student Leadership and Activities no later than 2 weeks before the proposed date of the event.

Name of Organization: _____ Today's Date: _____

Student Contact(s) for event:

Name: _____ Phone _____ e-mail: _____

Name: _____ Phone _____ e-mail: _____

Event Title: _____

Event Description: _____

Event Date and Time: _____ Doors Open: _____ AM or PM

Event Start Time: _____ AM or PM End Time: _____ AM or PM

Event Location/Rain Location (if applicable): _____

- Room Reserved (Forum Theatre-Mary Beth Mallowe x1066 ▪ All Other Space-Beth Moran x1053)
- Room Set-up completed (Theatre/Hawk Rock-Mary Beth Mallowe x1066 ▪ All Other Space-Beth Moran x1053)
- Media Equipment Reserved (IMC x1770)
- Food ordered (SJU Dining Services x1174)
- Contracts submitted to Student Leadership and Activities

Will participants be charged? Yes No
Ticket Prices Student _____ Staff _____ General Public _____

Will Alcoholic Beverages be served? Yes No
If yes, please describe _____
Please fill out additional request to serve alcohol form and submit to Student Leadership and Activities

Will there be an advisor at this event? If yes, who? _____

Coordination Signatures:
Club Officer in Attendance: _____

For SLA Office Use Only
Approved by: _____ Date: _____